

06/23/04

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

- Goals and procedures of urban renewal and development programs.
- Federal, State and local laws regarding development programs.
- Principles of organization, administration, budget and personnel management.
- Redevelopment laws and principals of development deals and agreements.

**Ability to:**

- Direct, coordinate and review all phases of development program.
- Communicate clearly and concisely, orally and in writing.
- Prioritize and manage cache of development related projects and programs.
- Provide leadership in establishing local and regional development priorities.
- Select, supervise, train and evaluate professional, technical and administrative support staff.
- Plan, organize and evaluate development opportunities.
- Lead the development, implementation and administration of goals, objectives and procedures for providing effective and efficient development programs and services.
- Interpret and apply Federal, State and local regulations pertaining to urban development.
- Establish and maintain cooperative relationships with a variety of citizen, public and private organizations and businesses.
- Coordinate programs and activities between departments and outside agencies.
- Represent the City/Agency effectively in meetings; prepare and deliver persuasive presentations.
- Foster an environment of teamwork.
- Lead, coach, instruct and motivate employees.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university in business or public administration, regional planning or related field.

Experience: Ten years of progressively responsible administrative experience in urban development, planning, or related endeavor.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Development Director

**TO:** Assistant/City Manager